



## 1ST BATTALION 421ST REGIMENT

4600 Alpha Avenue  
Reno, Nevada 89506-1276  
(775) 677-5229 Fax (775) 677-5220



### *ANCOC & BNCOC ADMINISTRATIVE GUIDE*

1. Arrival Information: **Transportation from the airport will not be provided.** For exceptions to this policy contact MSG Richardson at (702) 632-0335 at least three days before your scheduled arrival. Civilian attire is the approved travel uniform for POV and commercial carriers.
2. Report Time: Report time is NLT 1800 hours on Friday of the first weekend. Report wearing your Army Physical Fitness Uniform, new or old style is acceptable, but do not mix and match. Report to the Clark County Armory, 6400 Range Road, Las Vegas, NV (Drill Hall Floor). Later report times **MUST** be pre-coordinated with the full-time staff, see para 1.
3. In-Processing: You must have the following documents to in-process.
  - Appendix H, TRADOC Reg 350-18 (Unit Pre-Execution Checklist, completed and signed by the unit commander),
  - DA Form 3349 (Permanent Physical Profile; no temporary profiles authorized),
  - Last Physical with Over 40 Medical Screening noted (if applicable), and 1 copy of prescription (if you are taking any medication)
  - Military ID Card.
4. Billeting Information: Las Vegas NCOES classes are NOT conducted in-residence. Billeting can be provided for any soldier commuting greater than 50 miles or by request. If you require billeting please email: [james.richardson@nv.ngb.army.mil](mailto:james.richardson@nv.ngb.army.mil) at least one week before the start of the course.
5. Pay: Individual units will process pay for ARNG/USAR Soldiers. Travel claims will be submitted through the soldier's parent unit. Students with medical, personal, financial, legal or other problems that could preclude full participation in a course should notify their unit requesting cancellation before they in-process.
6. Mailing Address and student contact information: Messages will be taken at the 1-421<sup>st</sup> Orderly Room (702-632-0335). Emergency messages will be delivered immediately, all other messages will be routed through normal channels.

Student Address  
Student's Name  
1-421<sup>st</sup> Regiment  
(Course & Class Number)  
6400 Range Road  
Las Vegas, NV 89115

7. Sick call, LOD's and medical information: In Las Vegas, NV, sick call is coordinated through the Small Group Leader and Nellis AFB Hospital. LOD's are processed by the 1-421<sup>st</sup> with documentation forwarded to the student's parent unit.

8. Uniforms: The duty uniform for all classes is the Woodland pattern BDU with Beret. The Army Physical Fitness Uniform PFU or IPFU is the authorized PT uniform for all courses to include black gloves and cap.
9. Dining Facility: Nellis AFB will provide meals for Las Vegas, NV. Active duty soldiers (USC Title 32 or Title 10) must pay for meals consumed.
10. Graduation: Graduation rehearsals and graduation time will be announced; it is generally held at 1400 hours on the last day of class. Family members, friends and guest are encouraged to attend the graduation ceremony.
11. Drugs, Alcohol, and Firearms: the Army does not tolerate illegal drug use. Alcohol related incidents will result in your dismissal and a letter to your unit commander. Firearms or weapons are prohibited.
12. Student Time/Study Hall: Students will use this time, indicated on the training schedule, for classroom assignments, course work, or remedial training.
13. First Call: The training day traditionally starts at 0430 with wake-up/first call followed by physical conditioning.
14. Release Time: Release time is no earlier than 1700 on Sunday of each drill, see the class training schedules for exact times.
15. Out Processing: Students will be provided with a Developmental Counseling and an Academic Evaluation Report (DA 1059). SSGLs, SGLs and students will work with the appropriate section to insure all hand receipts are cleared and all classrooms and billets are cleaned before being cleared.
16. Miscellaneous information: **Students will bring their own pens, pencils, notebooks and two 3" three ring binders.** Civilian Laundromats are available at student cost. Nellis AFB Exchange is open 0900 – 2000 Saturday and Sunday. NAFB Barber Shop is open during normal Base Exchange hours. Hair and mustaches must be in compliance with AR 670-1.
17. Web Page: The 1-421<sup>st</sup> RTI web page is linked to <http://www.nv.ngb.army.mil>.